

Cemetery Manager

FULL TIME EMPLOYEE

Yesterday
Requisition ID: 1008

Salary Range:

\$39,314.00 To \$49,143.00 Annually

SCOPE OF POSITION:

The Cemetery Manager will be responsible for management functions associated with the operations of the All Nations Veteran's Cemetery in accordance with the Veterans Administration National Standards.

SUPERVISION:

The Cemetery Manager will work under the direct supervision of the Director, Department of Veteran's Affairs, who will provide guidance, direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:

1. Assist with annual cemetery budget; maintain accurate records of expenditures.
2. Maintain current and accurate records and data regarding burials, headstones and plots.
3. Maintain schedule of burials; assist in selection of plot and headstone options.
4. Prepare grounds and site for burials in accordance with VA standards and specifications.
5. Issue public notices of burial (Church, Funeral Home, procession) activities.
6. Provides daily supervision of the staff; prioritize daily tasks and seasonal activities.
7. Prepare and process staff time and attendance records and submits for payroll purposes.
8. Request quotes and estimates for materials; place orders for supplies and equipment and ensure replacement parts are readily available as needed.
9. Prepare and submit monthly reports on all cemetery activity, data and projects as required.
10. Develop standard operating procedures and conduct safety training of equipment and tools.
11. Investigate complaints and concerns; provides response and follow-up.
12. Conduct research of historical burial information upon request.
13. Conduct routine grounds maintenance; mowing, raking, snow removal, weed and pest control, remove and dispose of debris.
14. Monitor the maintenance of cemetery landscaping elements (grass, trees, shrubs, flowerbeds).
15. Ensure proper maintenance of cemetery sprinkler system.
16. Ensure safe access of parking areas, walkways and paths.
17. Maintain fences and gates; complete repairs to fencing and gates.
18. Secure (unlock/lock) gates during operations hours.
19. Ensure tools and equipment are maintained in proper working condition; perform routine preventive maintenance of equipment and tools.
20. Secure storage and garage structures; conduct visual inspection and report damages.
21. Maintain accurate inventory of tools and equipment; ensure equipment is properly tagged and submit update of inventory as required.
22. Coordinate routine vehicle (oil change, change tire, fuel, clean vehicles) maintenance; schedule service and repair appointments.
23. Participate in meetings and trainings for the purpose of conveying or obtaining information.
24. Perform other tasks and assignments within the Scope of Work of the Department of Veteran's Affairs.

QUALIFICATIONS:

1. Two (2) year degree in energy, maintenance or construction related field with two (2) years' experience in a supervisory or management field. In lieu of minimum education requirement will consider High school diploma or GED with five (5) years of work experience in a supervisory, renewable energy, maintenance or construction field, including operation of tractor and excavation equipment.
2. Computer skills with knowledge of Microsoft office (word, excel, outlook) applications.
3. Solid verbal and written communications skills with ability to follow directions, instructions and request clarification as needed.
4. Comprehend and interpret a variety of operating manuals relating equipment and tools.
5. Excellent customer service skills; maintain tact, patience, courtesy and empathy when dealing with sensitive matters.
6. Valid driver's license and meet insurability requirements.
7. Must pass a background check.
8. Preference in hiring will be given to qualified applicants claiming veterans' preference under the guidelines set forth in the Tribal Personnel Policy and Procedure manual.

JOB REQUIREMENTS:

1. Demonstrate knowledge of relevant laws, codes, compliance requirements and the Veterans Administration Cemetery Standards and protocols of military burials with honors.
2. Obtain SD & ND Veteran Service Officer certification as required by VA Cemetery Administration.
3. Monitor contractors, volunteers and trainees involved in events and special projects.
4. Demonstrate knowledge of solar and renewable energy practices.
5. Knowledge of custodial and maintenance practices; repair of tools, equipment and small engines.
6. Thorough understanding of safety protocols; use and care of tools and equipment.
7. Compose detailed inspection and activity reports.
8. Demonstrate decision making, organizational and time management skills with ability solve problems in a practical manner.
9. Maintain cooperative relationships and communication with staff, public, programs and officials during course of work activities.
10. Required to regularly walk, stand or stoop, frequently lift, carry, push, pull and otherwise move objects and equipment.
11. Regularly operate a motor vehicle, equipment and tools.
12. Perform work where there is potential risk from utilizing equipment and tools with exposure to chemicals, fumes, odors and gases.
13. Ability to work beyond standard tour of duty during inclement weather and above normal noise conditions.

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. The position is located at the All Nations Veteran's Cemetery, _____.

APPLICATIONS:

Submit a complete tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 P.M. ON THE CLOSING DATE WILL NOT BE CONSIDERED.

Closing date: 6 April 2021